



The American Embassy in Canberra is seeking individuals for the temporary casual positions of Administrative Assistant/Secretary and Security Escort.

Requirements: [Refer to Secretary Duties and Responsibilities Statement.](#)
[Refer to Security Escort Duties and Responsibilities Statement.](#)

Forward letter, resume and response to the selection criteria to:

Regional Human Resources Office
American Embassy
Moonah Place
Yarralumla, ACT 2600

Close Date: Indefinite

Hand-delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Applicants who are not Australian citizens must have a visa status which authorizes employment in Australia.

Note: *Only short-listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short-listed, we extend our appreciation for considering the U.S. Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug-free work environment.

POSITION TITLE: Administrative Assistant/Secretary - Canberra	POSITION GRADE LE-5 (STARTING SALARY A\$48,833/USD\$26,264)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Provide short term support during staffing gaps or absences of State Department Office Management Specialists due to annual leave, sick leave or TDY assignments. The employee performs a wide range of administrative duties on a project/as-needed temporary basis. Duties vary depending on the section requiring assistance; however, all applicants must be able to carry out the full range of normal office administration tasks including typing, filing, maintaining supervisor's calendar and serving as office receptionist.

Major Duties and Responsibilities

Duties vary depending on the section requiring assistance; however all applicants must be able to carry out the full range of normal office administration tasks including typing, filing, maintaining supervisor's calendar and serving as office receptionist.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Experience in general office administration including dealing with the public is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Working knowledge of Microsoft applications including Word, Excel and Outlook and the ability to type 30wpm is required. This will be tested.

5. Excellent organizational and communication skills (written and oral) are required.

6. Ability to work a flexible schedule, often at short notice, is required.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION

THE DEADLINE FOR APPLICATIONS IS INDEFINITE

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

POSITION TITLE: Security Escort – Canberra	POSITION GRADE LE-5 (STARTING SALARY A\$48,833/USD\$26,264)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Escort contractors working in sensitive areas of the Embassy and promote a secure environment for performance of necessary work at the Embassy by non-cleared personnel. Duties include observing the work as it is performed by non-cleared personnel, securing all access points to the work areas at the close of each day or when the area is vacated, reporting questionable or suspicious activities to RSO and other duties requiring a security clearance as necessary.

Major Duties and Responsibilities

1. Promotes secure environment for performance of necessary work at the U.S. Embassy by non-cleared personnel staff.
2. Maintains contact with non-cleared workers while they are in the controlled areas of the Embassy.
3. Observes the work as it is performed by non-cleared personnel.
4. Secures all access points to the work areas at the close of each day or when the area is vacated for lunch or other reasons.
5. Reports questionable or suspicious activities by the non-cleared personnel to the RSO.
6. Perform other duties requiring a security clearance as necessary.
7. Individuals selected as security escorts will be required to undergo a security briefing by the RSO with General Services Office technicians and local contractors in the performance of duties.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Security conscious manner is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Ability to remain alert at all times and use judgment in reporting questionable or suspicious activity is required.
5. Well developed interpersonal skills are required.
6. Ability to work a flexible schedule, often at short notice, is required.

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